Unit Card/DoD Desk Guide (CBA)

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Jim Knox, Sr.

Course Objectives

- To better understand what a Unit Card is and for whom it is designed.
- To learn how to apply for a Unit Card
- To understand what charges can be placed on a Unit Card
- To identify APC’s responsibilities
- Learn the Reconciliation/Payment process
- What laws regulate Unit Cards?

What Is a Unit Card?

A Unit Card is a government charge card that is issued to a government agency for the purpose of purchasing transportation, hotel, and/or rental car services where group travel is essential to the agency's mission.

Unit Cards Were Designed For Group Travel

Examples of Card Users

- The Navy Band
- Performing Unit – Flying Rifles
- Naval War College
- Navy Legislative Affairs
- Naval Oceanographic Office

What Charges Can be Placed on a Unit Card?

- Transportation Costs
  - Air
  - Bus
  - Rail
- Lodging
- Rental Cars
- A few cards have retail and cash usage

Retail and cash usage must be absolutely critical to the mission of the agency in order to be granted

Who is the Cardholder?

- A Unit Card is issued to a designated individual of the agency using the card.
- The individual has pecuniary liability for its misuse and abuse.
- The agency is responsible for paying the monthly invoice.

Acct. Mgr. (APC) Responsibilities

- Card Security
- Monthly Invoice:
  - Review the validation of all charges
  - Ensure Supporting Documentation is attached
  - Ensure Timeliness of Payment (30 days from invoice date)
- Prevention of Misuse and Abuse
- Internal Controls – Division of duties to prevent fraud

The cardholder should NOT be the Unit Card APC

Acct. Mgr. (APC) Responsibilities

- Point of Contact Information
- Dispute Resolution
- Record Keeping

Pecuniary Liability

May apply to:

- Cardholder
- Account Mgr. (APC)
- Authorizing Official
- Certifying Official

Establishing a Unit Card

- FMR Volume 9, Chapter 3 requires all requests for Unit Cards be made in writing to the Component Program Manager (CPM)
- Navy's CPM is the DoN eBusiness Operations Office

Establishing a Unit Card

Additional Requirements by Navy CPM:

- Description of your agency's mission
- Explain why the Unit Card is critical to the mission's success
- Credit limit needs
- Detailed explanation of the reconciliation/ payment process
  - Who receives the bill
  - Who validates the charges
  - Who certifies the bill for payment
  - Where it is sent for payment

Establishing a Unit Card

- Once the request is received by the CPM, it is reviewed and approved/disapproved
- If approved, the application form is emailed or faxed to prospective APC/Acct. Mgr.
- Application is completed, signed, and faxed to CPM for signature of approval
- Form is faxed by CPM to Bank of America
- Bank of America notifies agency of account numbers and expiration date and mails the card(s).

Typical Monthly Reconciliation/ Payment Process

- Unit Card Acct. Mgr. (APC) receives the monthly invoice from Bank of America.
- Cardholder validates each transaction on invoice.
- Cardholder sends validated bill, along with supporting documentation, to APC for review.
- APC sends the invoice to the Authorizing Official who approves and sends the bill to the Certifying Official.
- Invoice is certified for payment and sent to Designated Payment Office (DFAS, etc.)

DON eBusiness Operations Office
Roles and Responsibilities

- Provide oversight of the Navy CBA Unit Card Program in an effort to prevent fraud, misuse, and abuse of Unit Cards, and ensure timely payments
- Account Set-up
- Delinquency Management
- Dispute Resolution Assistance
- Liaison with BoA (Customer Service)
- Create/disseminate data reports for account management

Methods of Oversight

Monthly Audit of Transactions

- Our office performs a monthly audit of all Unit Card transactions, sending the Acct. Mgr. a list of questionable transactions for verification.

- If fraud, misuse, or abuse is discovered, account will be deactivated until the agency takes corrective measures to ensure improper use will not reoccur.

Methods of Oversight

- Deactivate all accounts that become past due (over 30 days old) twice in one fiscal year
- Account will be reactivated when agency has satisfactorily explained why the account had become past due and steps are outlined and implemented to prevent the account from becoming past due in the future

Methods of Oversight

- Periodically Review CBA Unit Card credit limits
- Credit Limits will be adjusted to meet minimum agency needs
- Accounts not used in previous 12 months will be closed

Financial Management Regulation (FMR) Revisions

- Amends FMR Volume 9, Chapter 3 (DoD Travel Card Policy and Procedures).
- Directs implementation of DoD Policy and Procedures contained in Volume 5, Chapter 33 (Disbursing Policy and Procedures) as it pertains to Accountable Officials and Certifying Officers.

Specific Guidelines
Volume 9, Chapter 3

- Two categories of officials shall be appointed by the Component Heads:
  A. Certifying Officials
  B. Accountable Officials
     1. Authorizing Officials (AO)
     2. CBA APCs (Acct. Mgrs.)
     3. Unit Card Cardholders
- Officials shall be designated in writing.

Specific Guidelines
Volume 9, Chapter 3

- The Certifying and Authorizing officials shall be identified to the CPM and the designated payment office.
- AOs, CBA APCs, and Unit Card cardholders shall be identified to the CPM and the contracting bank.
- Component Heads shall direct the development of Operating Procedures.

Specific Guidelines
Volume 5, Chapter 33

CBA ACCOUNTABLE OFFICIALS SHALL INCLUDE:

1. Component Program Mgrs. (eBUSOPSOFF)
2. Certifying Officials
3. Authorizing Officials
4. CBA APCs
5. CBA Unit Card Cardholders
6. Fund Holders & Information System Admin.

Specific Guidelines
Volume 5, Chapter 33

- Expenses Authorized for CBA accts:
  1. Per JFTR, Volume 1 (military)
  2. Per JTR, Volume 2 (civilian)
- Expenses not covered by JTR/JFTR but are deemed necessary shall be submitted to CPM for review and advice.
- All expenses must be supported by competent travel authorization documents in advance of charges.

Specific Guidelines
Volume 5, Chapter 33

- Generally, neither ATM cash nor traveler checks shall be drawn on a CBA
- Components who require ATM cash to perform their mission shall provide written requests explaining needs to the CPM

Specific Guidelines
Volume 5, Chapter 33

- All requests for ATM cash shall include:
  - Why ATM cash is needed
  - The individual who will withdraw the ATM cash
  - How the cash will be used
  - Instructions for disposing of residual

Specific Guidelines
Volume 5, Chapter 33

- The following documents must be retained for the statutory 6 years and 3 months:
  - Travel Orders
  - Ticket / Itinerary or paper receipts
  - Bank Invoices
  - Dispute forms
  - Certification statements
  - Any document that adds audit value

Specific Guidelines
Volume 5, Chapter 33

Examples:

a. Reconciliation spreadsheets

b. Justification for premium travel

c. Authorizations for ATM Cash obtained from CPM